



SCHOOL FINANCE MEMORANDUM 15-031

State of Arizona Department of Education

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Director of School Finance

DATE: December 15, 2014

SUBJECT: School Finance Updates

SAIS Updates

1) **FY 2015 Monthly Processing Schedule**

Monthly aggregation is the processing that ADE performs on the student data to calculate ADM (Average Daily Membership), which is used as a basis for state aid funding. The student data must reside within SAIS to be included in the scheduled aggregation processing.

The remainder of the FY 2015 processing schedule, as posted to [HOT TOPICS](#) earlier this year, can be found below.

<u>Data Submission Deadline</u>	<u>Monthly Processing Start Date</u>	<u>For Charter Payment:</u>
January 5, 2015 @ 5 pm	January 6, 2015	February 2, 2015
January 29, 2015 @ 5 pm	January 30, 2015	March 2, 2015
March 2, 2015 @ 5 pm	March 3, 2015	April 1, 2015
April 2, 2015 @ 5 pm	April 3, 2015	May 1, 2015
May 4, 2015 @ 5 pm	May 5, 2015	June 1, 2015
June 1, 2015 @ 5 pm	June 2, 2015	June 30, 2015

2) **FY 2015 Statewide Recalculation Schedule**

At the end of the fiscal year, ADE recalculates ADM for all students in SAIS. This process is very similar to the monthly processing in that integrity and aggregation are run. The main difference is that during the statewide recalculation, integrity is run for every student, whereas during monthly processing integrity is run only for students who are newly entered into SAIS or whose data has been modified since the last integrity processing.

<u>Data Submission Deadline</u>	<u>Recalculation Start Date</u>
Brick and mortar schools: June 30, 2015 @ 5 pm	July 16, 2015
AOI (online) schools only: July 15, 2015 @ 5 pm	

3) **EEO-5 Report Submissions UPDATE**

ADE completed the submission of the 2014 EEO-5 Report for all districts with 100 or more employees. Confirmation of the receipt of and the certification of the data submitted was received from the EEO-5 Help Desk on 11/24/2014.

For more information on what the EEO-5 Report includes, please check out this HOT TOPIC posting.

4) **REMINDER: New Transportation Guideline**

Please take a moment and review the new transportation guideline posted [here](#). This guideline will assist the districts in completing the Transportation Route Report and Vehicle Inventory Report. It will also help school districts determine the type of transportation miles that are eligible for funding.

5) **Coming Soon!!! Transportation Webinar**

A Transportation Overview Webinar will be scheduled mid- January. The training will be an overview of the required information for the Transportation Route Reports which are due 12 days after your LEAs 100th day of school. Vehicle Inventory reports are not due until July 2015. School Finance will post a Hot Topic here with the date and time of the webinar as soon as it is available.

6) **Coming Soon!!! Transportation Route Reports Due**

The window to submit transportation route information will soon be opened for districts! In accordance with A.R.S. §15-922, transportation routes data must be submitted to ADE **within 12 days after the 100th day**. Transportation Route information is to be submitted via the “Transportation Routes” application within Common Logon on the ADE website. Transportation presentations from prior years can be found on our Business Rules and Presentations site.

Your School Finance Account Analyst can assist you with any questions that you may have. Click [here](#) to find your Account Analyst.

7) **Important Reminder: Reconcile ADE Data to your SIS Data**

Remember to reconcile the data that is in your student information system (SIS) with the data in SAIS. Funding is determined by the data that is in SAIS, not your SIS. If there is a discrepancy in the data, whatever is in SAIS will be used for your funding. Data should be reconciled monthly, at a minimum.

A couple of reports to review on a regular basis:

- Student Integrity Status Report
- SAIS raw data reports: ADMS72, SPED71s, ELL71
- Funding reports: ADMS, SPED and ELL 75 reports, and the ADMS76 report

These reports can all be found within [Common Logon](#) within either SDDI or the Student Detail Reports applications. Presentations on how to reconcile SAIS reports are available on our [Business Rules and Presentations site](#) within the “Presentation” section under FYs 2015 and 2014.

Payment Updates

8) **K-3 Reading Funding**

The K-3 reading funding was released on the September 1 payment for all eligible LEAs. To be eligible, districts and charters must have been assigned a Letter Grade of either A or B AND 3rd grade students reading far below must be less than 10%. Inclusion of K-3 reading funding for other districts and charters will begin after SBE approval of their K-3 Reading Plan.

9) **SRP**

Updated SRP values for FY2015, received from Salt River Project, will be included by January equalization calculation.

10) **Student Success Funding**

The Fiscal Year 2014-2015 Student Success Funding (SSF) payment will be distributed the middle of December. The SSF report is available for viewing at the School Finance Hot Topics page. <http://www.azed.gov/finance/2014/12/05/fy-2015-student-success-funding-payment/#> Please email any questions regarding this worksheet or calculations to sfpaymentteam@azed.gov. Questions will be responded to in order received.

Budget Updates

11) **FY2015 BUDG25 Reports**

The December FY 2015 BUDG25 Reports have been posted to each district’s budget reports home page of the ADE School Finance website. Any FY 2014 fund over-expenditure amount(s) will not

be reflected on the FY 2015 BUDG25 until January. To download and review a specific district selection, please follow this link: <https://www.ade.az.gov/Budget/EntitySelection.asp>.

Thank you for contacting the School Finance budget team with any budget questions by emailing sfbudgetteam@azed.gov.

General Updates

12) Email Distribution

If you are not receiving updates via email and you would like to, please email schoolfinance@azed.gov with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above.

If you have any questions, please email schoolfinance@azed.gov or call Barb Axe @ 602-542-8248.

13) School Finance Hot Topics

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

14) Updating Your Contact Information

Please make sure that your contact information is up-to-date. Any changes to entities should be sent to your [LEA Account Analyst](#). Changes related to individuals should be sent to enterprise@azed.gov. Charters must ensure changes are first approved through the Charter Board.

15) External Guidelines

External guidelines are posted on our School Finance website. Next to each guideline is the effective date. As new guidelines become available, they will be posted for your review at: <http://www.azed.gov/finance/school-finance-external-guidelines/>

Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- **General Updates:** Email schoolfinance@azed.gov
- **SAIS/ADM, SDER, and Transportation:** A listing of account analysts for each school district and charter holder is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- **Payment:** Email the School Finance payment team at SFPaymentteam@azed.gov
- **Budget:** Email the School Finance budget team at SFBudgetTeam@azed.gov.
- **Other Areas within ADE:**

- ❖ **Title I, Maintenance of Effort, Stephanie Washington**
Stephanie.Washington@azed.gov, Education Program Specialist
Tel: (602) 542-7466
- ❖ **ESS, Maintenance of Effort, ESSFunding@azed.gov**, 602-542-3851
- ❖ **ADE Support**, 602-542-7378 or 1-866-577-9636
- ❖ **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to SchoolFinance@azed.gov and in the subject line type SUGGESTIONS.